



U.S. General Services Administration
Office of Government-wide Policy
Motor Vehicle Policy

Fleet Manager 101



Who Are We?

- **We are:**
- **General Services Administration**
 - **Office of Government-wide Policy**
 - **Office of Transportation and Asset Management**
Vehicle Policy Division
- **We are *not*:**
- **General Services Administration**
 - **Federal Acquisition Service**
 - **Office of Travel, Motor Vehicles, & Card Services**
GSA Fleet (leasing)
GSA Automotive (buying)

Profile: Federal Motor Vehicle Fleets

- **Total Inventory 661,628**
 - Increased 3.3% over FY 2015
- **Miles traveled 4.88 billion**
- **Operating costs \$3.7 billion**
- **22 large fleets (>2,000)**
- **Fleet Composition Vehicle Type**
 - Trucks 62%
 - Sedans 36%
 - Buses/Ambulances <2%
- **Fleet Composition Agencies**
 - USPS 34%
 - Civilian 39%
 - Military 27%
- **Fleet Composition Sources**
 - Agency-owned 70%
 - GSA Fleet 29%
 - Commercial lease <1%

Roles of the Fleet Manager

- **Manager**
- **Supervisor**
- **Communicator**
- **Financial Analyst**
- **Vehicle Technician**
- **Procurement Officer**
- **Environmental Specialist**
- **Vehicle Disposal Manager**
- **Trainer**



What every fleet manager needs to know:

- **The Rules**
- **The Fleet**
- **The Data**
- **This Year's Hot Topics**
- **Fleet Manager's Calendar**
- **The Resources**

The Rules

Congressional statutes

Executive Orders

OMB Circulars

GAO Reports/Findings

Government-wide regs (That's us!)

Advisory bulletins (Still us!)

Agency supplements (Your agency)

Bureau/Command policies (Still your agency)

The Rules - Statutes

- **1949 Federal Property & Admin. Services Act – GSA, Interagency Motor Pools**
- **1973/1990 Clean Air Act – Emissions**
- **1986 Pass. Carrier Act – Home-to-Work**
- **1989 Ethics Reform Act – Incidental Use**
- **1992/2005 Energy Policy Act – Alternative Fuels and AFVs**

The Rules - Executive

- **EO 10579 – Interagency Motor Pools**
- **EO 13043 – Increasing Seat Belt Use**
- **EO 13423 – Strengthening Federal Environmental, Energy, and Transportation Management**
- **EO 13693 – Planning for Federal Sustainability in the Next Decade**
- **OMB Circular A-11 – Budget Process**
- **OMB Circular A-76 – Commercial Activities**

The Rules - Regulations

- **41 CFR (FMR) 102-34 Motor Vehicle Management (Government-wide)**
- **41 CFR 101-26.501 - Purchase of New Vehicles**
- **41 CFR 101-39 - GSA Fleet**
- **41 CFR 102-5 - Home-to-Work Transportation**
- **41 CFR 102-39 - Exchange/Sale Authority**
- **5 CFR 930, Subpart A—Motor Vehicle Operators (OPM reg; OPM covers drivers, not vehicles)**
- **Agency/Bureau FMR Supplements**

The Rules – Bulletins

- **FMR B-1 Acquisition and display of official U.S. Government license plates**
- **FMR B-2 Use of hand-held wireless telephones**
- **FMR B-3 Use of tobacco products in motor vehicles**
- **FMR B-6 Proceeds from sale of agency-owned vehicles**
- **FMR B-11 U.S. Government License Plate Codes**
- **FMR B-15 Requirements for MIS in Federal Vehicle Fleets**
- **FMR B-19 Increasing the Fuel Efficiency of the Federal Motor Vehicle Fleet**
- **FMR B-28 Federal Employee Transportation and Shuttle Services**
- **FMR B-29 Accurately Reporting Passenger Vehicle Inventory in FAST**
- **FMR B-30 Vehicle Allocation Methodology for Agency Fleets**
- **FMR B-31 Government Motor Vehicle Fueling During Market Shortages**
- **FMR B-32 Posting Executive Fleet Vehicles on Agency Websites**
- **FMR B-33 AFV Guidance for Law Enforcement and Emergency Vehicle Fleets**
- **FMR B-35 Home to Work Transportation**
- **FMR B-38 Indirect Costs of Motor Vehicle Fleet Operations**

The Fleet - Mission

What Is A Mission?

- **Transportation of people**
- **Transportation of cargo**
- **Law enforcement**
- **Trades & crafts**
- **Special purpose**
- **Emergency response**
- **Accomplish mission; meet mandates!**

The Fleet - Geography

What Affects Your Missions?

Location

- Widely dispersed
- Closed campus or base
- Domestic, foreign, both

Terrain

- Rural
- Urban/Highway
- Mountains, Desert, Snow

The Fleet - Inventory

What Do We Mean by Inventory?

- Simple count
- Vehicle mix
- Vehicle Sources
- Fuel Type
- Justification
- Special Equipment

The Fleet – Identification/Registration

[Privacy and Security](#)



[HOME](#) [ABOUT US](#) [CONTACT US](#)

License Plate Data



[LICENSE PLATE DATA](#) [TRACK EVERY LICENSE PLATE FROM CREATION TO DESTRUCTION](#)

1 2 3 4

LOGIN

Username

Password

Note: Password is case sensitive.

[Sign In](#)

[Forgot Password?](#)

Please Enter your User ID & Password

Related Sites

[GSA](#)
[Auto Auctions](#)
[AutoChoice](#)
[F.A.S.T.](#)
[FedEMS](#)

Other Interest

[USA.gov](#)
[Data.gov](#)
[Recovery.gov](#)
[Whitehouse.gov](#)

Unicor Forms

[SOP Recycling Old Tags](#)
[SOP Replacing Damaged Tags](#)

FMVRS Training

[FMVRS Training](#)

Contact Information

[Click here for more information on GSA Fleet](#)
U.S. General Services Administration
1800 F Street NW, Washington, DC 20405

The Fleet – Identification/Registration

The Federal Motor Vehicle Registration System allows you to:

- **Obtain your total Inventory of registered vehicles**
- **Obtain your total inventory of license plates**
- **Look up any vehicle's license plate or registration**
- **Create a list of missing license plates**
- **Download the latest User's Guide**
- **Take FMVRS training**
- **Vehicle identification cards**
- **Participation in FMVRS is mandatory if your vehicles display US Government license plates!**

The Fleet – Identification/Registration

Agency Prefix



Expiration Date
(8yrs)

Bar
Code

Agency Logo or Text

“A” or “B” Plate

The Fleet – Identification/Registration

FMVRS – Agency Responsibilities

- **Ensure all VINs & tags registered in FMVRS**
- **Update Tag status in FVMRS**
 - **“Received” if placing in storage**
 - **“Attached” when mounting on a vehicle**
 - **“Pending Destruction” if returned to UNICOR**
 - **“Missing” if lost or stolen**
- **Associate and disassociate tags with VINs**
- **Update POCs**
- **Return excess, expired, or damaged plates to UNICOR for destruction**

The Fleet – Identification/Registration

FMVRS – GSA's Responsibilities

- Federal Management Regulation (FMR) guidance for the identification/registration of fleet vehicles
 - *Vehicle Identification*, FMR 102-34.85-105
 - *License Plates*, FMR 102-34.110-150
 - *Identification Exemptions*, FMR 102-34.155-195
- Establishes license plate codes (prefixes)
 - FMR Bulletin B-11, *US Government License Plate Codes (New bulletin coming soon!)*
- GSA Fleet developed, manages, and maintains the system.

The Fleet – Identification/Registration

FMVRS – UNICOR Responsibilities

GSA has MOU on behalf of all agencies with UNICOR to provide official U.S. Government license plates under which UNICOR

- Provides web page and account for each agency purchasing plates**
- Produces and ships plates**
- Remakes damaged plates upon return**
- Transmits license plate records to FMVRS**
- Shreds returned plates and provides certificates of destruction**

The Fleet – Identification/Registration

UNICOR Shopping: <https://www.unicor.gov/shopping/ViewProduct.asp?idproduct=3858&iStore=UNI&idCategory=1637>

FAST Login | Nlets - The Intern | Login Registration | 2015 Federal Fleet | Federal Motor Vehicle | Log in to myView | Imported | 2016 Energy Exchange

unicor We're life changing. [Order Status](#) [Contact Us / Help](#) [My Account](#) [Login / Register](#)

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[Home](#) > [Shopping](#) > [Vehicle Upfit, Remanufacturing and Fleet Services](#) > [License Plate Store](#)

License Plate Store

Authorized Federal Customers may purchase license plates from UNICOR... [Order here ...](#)

INSTRUCTIONS:
how to return license plates to UNICOR


For more information, capabilities, and quotes
Contact our Program Managers
cusgdlp@usdoj.gov

Federal License Plates

UNICOR manufactures license plates for the federal government and will load initial information into the GSA FMVRS database. Authorization to purchase these plates is limited to individuals pre-approved by the appropriate Fleet Manager. First, request that authorization from your Fleet Manager. **After you have been cleared and set up**, you may [log in to the UNICOR License Plate Store](#) and see the plates for which you are authorized to order.

Please note that UNICOR does not manage the Federal Motor Vehicles Registration System (FMVRS) application - for assistance with that system, please contact the GSA Fleet Technical Support Team.



Hours of Operation: 8:00 a.m. - 7:00 p.m. Eastern Time
Phone (Toll free) 1-866-472-6711
Email: gsafleet@gsa.gov



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The Fleet - Special Cases

What Affects Inventory & Operations?

- **Law enforcement/emergency response**
- **Home-to-Work**
- **Armored/protective**
- **Executive fleet**
- **Exemptions from various mandates**
- **Fuel availability**

The Fleet - Special Case: HTW

Home-to-Work Transportation with a GOV

- **31 USC 1344 and FMR 102-5**
- **Generally, not allowed unless-**
 - Approved by the head of the agency for—
 - Field work (up to 2 years)
 - Clear and present danger (15 days)
 - Compelling operational consideration (15 days)
 - Emergency (15 days)
- **Approval authority may not be delegated!**

The Data - Categories

- **Inventory**
- **Cost**
- **Utilization**
- **Fuel Consumption**

The Data – Managing It

Fleet Management Information System!!!

FMR § 102-34.340—Do we need a fleet management information system?

Yes, you must have a fleet management information system at the department or agency level that—

(a) Identifies and collects accurate inventory, cost, and use data that covers the complete lifecycle of each motor vehicle (acquisition, operation, maintenance, and disposal); and

(b) Provides the information necessary to satisfy both internal and external reporting requirements, including:

(1) Cost per mile;

(2) Fuel costs for each motor vehicle; and

(3) Data required for FAST (see [§ 102-34.335](#)).

The Data – Managing It

The ACID Test

A Fleet Management System should be:

Automated – so it does the work, not you—an MIS
is a tool, not a job

Comprehensive – accounts for all relevant data,
including "invisible" costs like overhead

Integrated – with other agency systems, not stand-
alone and duplicative

Dedicated – to fleet, not generic property management

The Data – Managing It

- **What Is A Qualified Fleet MIS?**
 - **GSA Bulletin FMR B-15 explains the requirements.**
- **Where Can I Get One?**
 - **Build one - custom**
 - **Buy one - COTS**
 - **Fleet Drive-Thru for GSA Fleet vehicles**
 - **FedFMS - free version of GSA Fleet's MIS for agency-owned vehicles**

The Data – Using It

- **What Is Fleet Data Used For?**
 - *Manage the fleet!*
 - *Use to help justify the fleet!*
 - Report on alternative fuel and sustainability goals (FAST)
 - Comply with GSA reporting requirements (FAST)
 - Support agency budget submission under OMB Circular A-11 (FAST)
 - Satisfy annual EIA Annual Survey of Alternative Fueled Vehicles (FAST)
 - Satisfy EPA EISA 141 LGHG report (FAST)
 - Justify fleet vehicles through VAM (FAST)
 - Populate OMB scorecards (FAST)
 - Populate annual SSPP
 - Any data reporting requirements of your agency

The Data – FAST

- **What Is FAST?**
 - **Web-based reporting tool**
 - ***Not* an MIS**
 - **Joint project of GSA and DOE in 2000**
 - **Replaced manual reports**
 - **Satisfies multiple reporting requirements**
- **How Does FAST Work?**
 - **Primary 10-week data call October-December**
 - **Collects inventory, cost, utilization, fuel data**
 - **VAM/Fleet Management Plan call in May**
 - **EPAct 701 & EISA 246 data call in June**
 - **OMB A-11 budget data call in August**

The Data – FAST Features

Besides collecting your data and satisfying all those reporting requirements, FAST also provides at no cost

- **Preprogrammed reports**
- **Full query capability**
- **User-customized reports**
- **Interactive trend analysis/data visualization**
- **Data validation**
- **Acceptance of XML feeds**
- **Full-time help desk**
- **Online help, training, FAQs, etc.**
- **Sandbox version for training/testing**
- **Full documentation**

The Data – FAST Changes

- **What Is changing in FAST?**
 - **Since 2000 data collection based on old paper form**
 - **Data collected in separate “buckets”**
 - **Inventory by type, cost/mileage by class, fuel by fuel type**
 - **Limited crosswalk among buckets**
- **Moving to asset level data**
 - **All data tied to specific vehicle**
 - **Easier reporting**
 - **Better data quality**
 - **Better data mining**

FAST will be ready December 2016, agencies should be collecting asset level data by October 2016 so they can report it in October 2017.

Brief Word on Fuel/Maintenance

- **GSA's SmartPay program offers fleet solutions to purchase fuel, maintenance, and repair of government owned/operated motor vehicles (along with aircraft, boats, and motorized equipment.**

<http://smartpay.gsa.gov/content/fleet>

- **DOD's Fleet Card Program**

<http://www.dla.mil/Energy/Offers/Products/GovernmentFuel/FleetCard.aspx>

- **Bulk Fuel: Defense Logistics Agency – Energy**

<http://www.dla.mil/Energy/Offers/Products/BulkPetroleum.aspx>

Hot Topic – VAM

- *Inventory* tells you what is
- *VAM* tells you what should be
 - Mix (type/size)
 - Sources (own/lease/GSA Fleet/POV)
 - Fuel types (petroleum/AFV/ZEV)
 - Telematics
- VAM study required every 5 years
- Optimal fleet uploaded to FAST, compared to actuals
- Required by regulation
- GSA Bulletin FMR B-XXX has the details
- **TELL THE STORY** behind the data!

Hot Topic - ALD

- **“GSA and DOE shall ensure that vehicle level government- wide reporting systems [FAST] are updated by December 15, 2016 for the primary annual data call to collect asset-level data.”**
- **“Each agency must submit asset level fleet data from its FMIS to government-wide reporting systems.”**
- **Goal is for agencies to report ALD by October 1, 2017**
- **<https://fastweb.inl.gov/help/index.cfm/resources/vehicle-level-data>**

The Resources

- **GSA Government-wide Policy**
 - <http://www.gsa.gov/vehiclepolicy>
 - Federal Management Regulation 102-34
 - All current advisory bulletins
 - Library of documents
 - Contact information
- **Federal Acquisition Service - GSA Fleet/Automotive**
 - <http://www.gsa.gov/gsafleet>
 - All about purchasing vehicles
 - All about leasing vehicles from GSA Fleet
 - Information on Fleet Drive-Thru and other tools
- **FAST (Federal Automotive Statistical Tool)**
 - <https://fastweb.inl.gov/>
 - Log-in page has agency help list, some public materials
 - Further access is username/password restricted

The Resources

- **Department of Energy, Federal Energy Management Program (FEMP)**
 - Sustainability dashboard
 - Summary of Federal requirements
 - Information on technologies and fuels
 - <http://energy.gov/eere/femp/sustainable-federal-fleets>
- **Federal Fleet Management Handbook**
 - https://federalfleets.energy.gov/sites/default/files/static_page_docs/eo13514_fleethandbook.pdf
- **Alternative Fuels and Advanced Vehicles Data Center**
 - <http://www.afdc.energy.gov/>
- **Office of Management and Budget**
 - OMB Circular A-11, Preparation and Submission of Budget Estimates
 - https://www.whitehouse.gov/omb/circulars_a11_current_year_a11_toc

The Resources

- **Energy Information Administration**
 - <http://www.eia.gov/renewable/>
 - Annual survey: https://www.eia.gov/survey/form/eia_886/form.pdf
(satisfied by FAST)
- **Federal laws/statutes**
 - <https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>
- **Government Accountability Office (GAO)**
 - Reports and Testimonies
 - <http://www.gao.gov/>
 - Search Comptroller General Decisions
 - <http://www.gao.gov/legal/appropriations-law-decisions/search>
- **ASTM International Standard Guide for Fleet Management**
 - <https://www.astm.org/Standards/E2962.htm>
- **Your Fellow Fleet Managers!**
 - <http://www.gsa.gov/portal/content/103217>

The Resources - Forums

- **Motor Vehicle Executive Council** (<http://www.gsa.gov/portal/category/102855>)
 - Sponsored by GSA/OGP
 - Monthly teleconference of agency headquarters fleet managers
- **Federal Fleet Policy Council (FEDFLEET)**
(<http://www.gsa.gov/portal/content/102561>)
 - Sponsored by GSA/OGP
 - Quarterly teleconference of anyone in Federal fleet management
- **INTERFUEL Working Group**
(https://federalfleets.energy.gov/interfuel_working_group)
 - Sponsored by DOE
 - Monthly meeting in Washington DC
- **DC Auto Show** (<http://www.washingtonautoshow.com/>)
 - Coordinated by GSA Fleet
 - Annual event in Washington DC
 - Training and seminar track for Federal fleet managers
- **Energy Exchange** (<http://www.2017energyexchange.com>)
 - Sponsored by DOE
 - Annual event in August, various locations
- **NPMA NES and Regional Events** (www.npma.org)

What now?

- **Know your inventory**
- **Meet your customer and understand their missions**
- **Manage your budget**
- **Explore alternate forms of transportation**
 - Public transportation
 - Motor Pool/Car Sharing
 - Interagency sharing
 - POV
 - Uber, Lyft
- **Communicate- Internally and Externally**
- **Ask for help!**

Need Help?

**GSA Office of Government-wide Policy
Vehicle Policy Division
www.gsa.gov/vehiclepolicy
vehicle.policy@gsa.gov**

**GSA Federal Acquisition Service
GSA Fleet
www.gsa.gov/gsafleet
gsafleet@gsa.gov**

You've Got Motor Vehicle Policy Questions?

We've Got Answers

Vehicle.Policy@GSA.Gov

